



**POSITION OPENING**

2/20/2018

**POSITION TITLE:** Receptionist – Front Office (7:30 am – 3:30 pm M-TH; 7:30 am – 3:00 pm Fri.)

**REPORTS TO:** Chief Operating Officer

**LOCATION:** Western Pennsylvania School for the Deaf, Pittsburgh, PA

**JOB DESCRIPTION:** This position is considered to be a non-exempt, full-time position. Responsibilities include utilizing the new Visitor Management System (Scholar Chip) and ensure that all visitors are entered into the system and provided identification to enter the school, professionally and courteously answers switchboards, provide administrative support to the Director and the Security office, recording of school key and ID system, assists with the updating of the Crisis Management Plan, greet visitors, student teachers, volunteers, parents, salespeople, etc., orders supplies for copy machine and handles service calls.

**APPLICATION PROCEDURE:** Send letter of application and resume to:  
Dori L. Bachar  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
dbachar@wpsd.org

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THE SCRANTON SCHOOL  
for Deaf & Hard of Hearing Children

